



**AGENDA
CITY OF BRYAN
HISTORIC LANDMARK COMMISSION
Wednesday, 23 February 2005**

**Regular Meeting – 5:30 p.m.
Council Chambers of the Municipal Building, 300 S. Texas Avenue**

1. Call to Order
2. Recognition of Visitors
3. Election of Officers
4. Citizens to Be Heard on Items Not on Agenda
5. Recognition of Affidavits for Conflict of Interest
6. Consideration of Minutes – October 26, 2004
7. Public Hearing and Consideration for **200 South Main Street - Howell Building**
Certificate of Appropriateness for the addition of exterior stairs
8. Public Hearing and Consideration for **123 East William J. Bryan Parkway**
Certificate of Appropriateness for the replacement of windows
9. Commissioner and Staff Concerns
 - A. Individual Commissioners' Concerns
 - B. Items for Upcoming Agendas
10. Adjournment

**STATE OF TEXAS
BRAZOS COUNTY
CITY OF BRYAN**

1. Call to Order

At 5:37 PM on the 23rd day of February, 2005, the Regular Meeting of the City of Bryan Historic Landmark Commission was called to order by Commissioner Hiney in the Council Chambers of the Municipal Building at 300 S. Texas Ave.

| Commission Member | Attended Today | Mtgs. Held Since Apptmt. | Mtgs. Att'd. Since Apptmt. | % Mtgs Attended | Mtgs Held Last 6 Mths | Mtgs Att'd Last 6 Mths | % Attended Last 6 Mths |
|-------------------|----------------|--------------------------|----------------------------|-----------------|-----------------------|------------------------|------------------------|
| Dawn Jourdan | Yes | 1 | 1 | 100% | * | * | * |
| James Ferguson | Yes | 1 | 1 | 100% | * | * | * |
| Jim Hiney | Yes | 24 | 23 | 96% | 3 | 3 | 100% |
| Chad Grauke | Yes | 1 | 1 | 100% | * | * | * |
| George Hester | Yes | 12 | 11 | 92% | 3 | 3 | 100% |
| James Crawley | Yes | 1 | 1 | 100% | * | * | * |
| Shiela Fields | Yes | 1 | 1 | 100% | * | * | * |

** Percentages will not be calculated until members have sat for 6 months.

Staff Present: Katie Blanchard, Downtown Project Planner; Stephan Gage, Development Services Intern

2. Recognition of Visitors

There were none.

3. Election of Officers

Commissioner Fields nominated Commissioner Hester for Chairperson, and Commissioner Ferguson seconded the nomination.

The nomination was approved by a unanimous vote.

After the election, Commissioner Hester assumed chairpersonship and presided over the remainder of the meeting.

Commissioner Hester nominated Commissioner Hiney for Vice-Chairperson, and Commissioner Fields seconded the nomination.

The nomination was approved by a unanimous vote.

4. Citizens to Be Heard on Items Not on Agenda

There were none.

5. Recognition of Affidavits for Conflict of Interest

There were none.

6. Consideration of Minutes — October 26, 2004

Commissioner Hiney made a motion to table approval of the minutes of the October 26, 2004, because the minutes were not included in the packets. Commissioner Jourdan seconded the motion.

The motion was passed by a unanimous vote.

Commissioner Grauke entered the chambers at 5:40 PM.

7. Public Hearing and Consideration: Certificate of Appropriateness for 200 South Main Street – Addition of Exterior Stairs

Katie Blanchard, Downtown Project Planner, gave the staff report (on file in Planning Services). Ms. Blanchard informed the Commission of the following:

1. Applicant is developing the Howell Building and requests the addition of two exterior stairs in order to comply with current building codes; and,
2. Exteriors stairs will be added to the north and south facades of the building; and,
3. Stairs will be constructed of metal and painted to coordinate with building's color scheme; and,
4. An existing window opening on the 3rd floor of the north façade will be converted into a door opening for egress purposes; and,
5. An existing door opening on the 2nd floor of the south façade will be utilized for the same purpose

Ms. Blanchard informed the Commission that the proposal is consistent with other recently constructed stairs in the district, and the proposed materials and design are appropriate. Ms. Blanchard informed the Commission that Staff recommends approval of the Certificate of Appropriateness.

The Commission discussed the following with Staff:

1. Will the rounded arch top of the 3rd floor window designated for conversion into a door be retained; and,

Staff responded that the rounded arch top will be retained when the window is converted into a door.

2. Is approval of COA related to selection of specific window and doors; and,

Staff responded that the Commission was only considering the addition of the stairs and conversion of openings in this request.

3. Are the existing emergency stairs too steep; and,

Staff responded that the existing stairs do not meet current building codes, which require emergency stairs to be a minimum of 4 feet wide.

4. Did the applicant indicate why they could not or would not update the existing egress path to meet building codes; and,

Staff responded that the proposed stairs were designed to accommodate the 3rd floor's floor plan as well as the stair rise and run requirements of the current building codes.

5. Why does stairway location have to be one-third ($\frac{1}{3}$) the maximum diagonal of the building; and,

Staff responded that the stairway's design was in accordance with current building codes.

6. What type of metal will the stairway be constructed of; and,

Staff responded that stairway will be constructed of tube steel.

7. Can the Commission specify materials in conjunction with COA approval; and,

Staff deferred the question to Commissioner Jourdan, who responded that the Commission should simply approve or deny the COA since they can not assess the cost to the applicant of any materials they might specify, or how such materials might affect the structural integrity of the proposed design.

8. What uses are being planned for the building; and,

Staff responded that the first floor will be a restaurant, the second floor will be offices, and the third floor will be a conference/ assembly space for the La Salle Hotel.

9. Stairway design was very nice and respectful of the building's history.

The public hearing was opened.

The public hearing was closed.

Commissioner Hiney made a motion to approve the COA, based on Staff recommendations, and Commissioner Jourdan seconded the motion.

The Commission discussed the following:

1. Staff should encourage applicants, or their designated representatives, to attend the Commission meetings when their requests are being considered; and,
2. The Commission is solely concerned with exterior appearance, and not interior design; and,
3. Why weren't door and window materials specified—specifying the materials would expedite the approval process.

The motion was passed by a unanimous vote.

8. Public Hearing and Consideration: Certificate of Appropriate for 123 East William J. Bryan Parkway

Katie Blanchard, Downtown Project Planner, gave the staff report (on file in Planning Services). Ms. Blanchard informed the Commission of the following:

1. The applicant is proposing to replace existing plywood barriers and windows with new, tilt-wash double-hung windows; and,
2. Property is located out the Downtown Historic District; however, the applicant is applying for a grant through the Downtown Improvement Program. Therefore, the Commission must approve the design; and,
3. The proposed replacement windows are constructed of a compatible substitute material; and,
4. The proposed design will restore the historic character and appearance of the building.

The Commission discussed the following with Staff:

1. What color is the applicant proposing for the window frames; and,

Staff responded that the applicant do not indicated a window frame color and the entire color scheme of the building would be approved by Staff at the appropriate time.

2. What plans does owner have for 2nd floor of building; and,

Staff responded that they were not certain of the owner's future plans; however the 2nd floor is currently being used by a printing company.

3. Will all 2nd floor windows be replaced; and,

Staff responded that all the windows would be replaced.

4. Is applicant seeking grant money to defer the cost of window replacement; and,

Staff responded that the applicant is seeking grant funds for this purpose.

5. What style of windows will be installed?

Staff responded that applicant is proposing windows similar to the ones in the historic photograph provided with the application.

The public hearing was opened.

The public hearing was closed.

Commissioner Fields made a motion to approve the COA, based on Staff recommendations, and Commissioner Jourdan seconded the motion.

Commission discussed the following:

1. Applicants should be encouraged to attend the meetings at which their request is being considered in order to answer any additional questions; and,
2. Windows should not have divided lights; and,
3. Windows in historic photograph have divided lights on 1st floor.

The motion was passed by a unanimous vote.

7. Commissioner and Staff Concerns

A. Individual Commissioner's Concerns

1. Commissioners expressed concern about specification of materials and colors.
2. Commissioners expressed concern about the completeness of COA submittals.

B. Items for Upcoming Agendas

1. Historic Preservation Ordinance subcommittee met and reviewed the Historic Preservation Ordinance, and staff encourages comments and suggestions from other commissioners.

8. Adjournment

Commissioner Grauke made the motion to adjourn, and the motion was seconded by Commissioner Fields.

There being no other business, the February 23rd Regular Meeting of the Historic Landmark Commission adjourned at 6:10 PM.

THESE MINUTES SHALL SERVE AS THE OFFICIAL FINDINGS OF THE HISTORIC LANDMARK COMMISSION, AS APPROVED THIS 23rd DAY OF March, 2005.

Signature On File

Chairperson of the Historic Landmark Commission